



EMPLOYMENT OPPORTUNITY

Town of Lexington

We are currently accepting applications for the Full Time position of:

Veterans' Services District Director

Department of Human Services

Anticipated Hiring Salary Range: \$60,508 - \$73,255

Full Salary Range to: \$87,326

With an excellent Benefits Package

The REQUIRED Town of Lexington application form and cover letter must be received in the Town's Human Resource Department. This position will remain open until filled.

GENERAL SUMMARY:

Serves as the primary advocate for veterans & their families and delivers essential benefits and services to the veterans and their eligible dependents residing in Lexington, Bedford, and Carlisle -- pursuant to the Veterans' District agreement authorized by the Executive Office of Veterans Services (EOVS).

ESSENTIAL JOB FUNCTIONS:

Meets with veterans and their dependents to assess and understand their needs, and provide information and assistance regarding available benefits and services, including nonveteran benefits for which they may be eligible.

Works with community and government agencies in establishing and coordinating programs for veterans, including access to or administration of local, State, and Federal benefits. Facilitates connections to providers of available community and regional benefits and services. Conducts outreach to make the community aware of all available benefits and services.

Manages State's Chapter 115 benefits for eligible veterans, which includes assessment, application, and coordination of ongoing benefits in collaboration with EOVS.

Oversees the day to day operations and ensures staffing of the Veterans' Services Offices in Lexington, Bedford, and Carlisle.

Ensures adherence to program regulations and maintains files in accordance with local, State, and Federal statutes.

Develops and oversees annual Veterans Services budgets across the district.

Serves as the Municipal liaison to EOVS and any other entity that supports veterans and their families. Participates in EOVS training and conferences as required.

Provides staff support to coordinate and assist with the observance of Memorial Day and Veterans' Day events throughout the District.

Serves as the Veterans' Burial Agent and works with District Community Cemetery officials to ensure Communities are in compliance with M.G.L.s and policies regarding proper interment and care of veterans' graves.

Provides regular reports to District Board members regarding program activities.

Provides backup to the Veterans' Services Officer, as needed/available.

SUPERVISORY RESPONSIBILITY:

Supervises a part-time Veterans' Services Officer. Indirect supervision to administrative support staff.

SKILLS AND QUALIFICATIONS

College degree preferred with two (2) years of increasingly responsible human services experience or equivalent combination of education and work experience.

Must be a veteran of the United States armed services as specified by EOVS.

Must possess a valid driver's license or have the ability to move independently among work sites.

A strong commitment to the principles of diversity, equity, and inclusion as cornerstones of excellent public service.

The ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and recommend courses of action.

The ability to work successfully as a team member.

Excellent oral, written, and digital communications skills. Experience preparing presentations and speaking in front of groups.

Knowledge of local, state and federal rules and regulations.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Job requires movement between the three towns in the district, home visits, community visits, and occasional attendance at evening/weekend programs. Home visit conditions are individual to each location and unpredictable. Office and administrative duties are conducted in normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Work is subject to frequent interruptions with demands that may require immediate response.

Office work generally includes physical activities such as moving, reaching, pulling, grasping, bending, and transporting materials and other items (of 25 pounds or less). Preparing spaces for meetings / programs/ events is sometimes part of this role. Use of phones, computers, meeting room technology, and other types of small office equipment is required for this position. Must be able to remain in a stationary position for long periods of time.

The Town of Lexington has a strong commitment to Diversity, Equity, and Inclusion and we are actively seeking candidates who bring new voices and lived experiences to our organization. The duties listed in this job description are intended only as illustrations of the various types of work that will be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

APPLICATION PROCESS

All applicants are required to complete a Town application form, available from the Internet at www.lexingtonma.gov, email jobs@lexingtonma.gov, calling (781) 698-4590 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
Human Resources Department, Town of Lexington
1625 Massachusetts Avenue, Lexington, MA 02420
(781) 698-4590